

# CATSFIELD PARISH COUNCIL

Minutes of the Meeting held on Wednesday 7<sup>th</sup> December 2016 in Catsfield Village Hall

<b>Present:</b> Cllr. John Overall (Chairman)      Cllr. David Scott      County Cllr. Kathryn Field Cllr. Chris Thomas      Cllr. Martin Holgate      District Cllr. Gary Curtis Cllr. Julian Goodliffe      Mrs Carol Hodgson (Clerk/RFO)		<b>Apologies:</b>
Item	Agenda Item	
1.	<b>To receive apologies for absence.</b> All Councillors were present.	
2.	<b>To approve the minutes of the Parish Council meetings on <u>2nd November</u> and <u>16<sup>th</sup> November 2016</u></b> <b>RESOLVED: That the Chair of the meeting is authorised to sign the Minutes for 2<sup>nd</sup> November and 16<sup>th</sup> November 2016</b>	
3.	<b>To receive declarations of interest on agenda items.</b> Cllr. Holgate declared a personal interest in: <ul style="list-style-type: none"> <li>Item 6.2 – Planning Application RR/2016/2216/P - Henley Down Farm, Watermill Lane, Catsfield having submitted a comment on the application.</li> </ul> Cllr. Goodliffe declared a personal interest in: <ul style="list-style-type: none"> <li>Item 18 – Village Hall as a Trustee and Parish Council’s representative.</li> </ul>	
4.	<b>To receive any external reports.</b> <ul style="list-style-type: none"> <li>Cllr. Field reported that County Council is still waiting to hear from Central Government on the next round of budget cuts.</li> <li>Cllr. Curtis reported he had been busy chasing various planning matters. Since the last meeting, Cllr. Curtis had focused on speeding issues in the village and established that local companies are investing in Vehicle Telematics which records information about their drivers driving habits. This is of benefit when business receive reports of ‘bad’ driving by their employees. Cllr. Curtis asked to be notified of any incidents of company vehicles speeding through the village. Rother DC’s pay and display charges are being suspended on selected Saturdays in the run-up to the festive season. A further warning message has gone out over internet scams.</li> </ul>	
5.	<b>Matters arising</b> <ol style="list-style-type: none"> <li><b>To receive any applications for the casual vacancies on Parish Council.</b> No further applications or enquiries had been received.</li> <li><b>To consider response to the <u>BT consultation</u> to remove the payphone kiosk opposite the Post Office on The Green.</b> BT was consulting on their current programme of intended public payphone removals which included the payphone opposite the Post Office on The Green. The consultation process gives communities the opportunity to adopt a traditional red ‘heritage’ phone box and make it an asset that local people can enjoy. Parish Council had already received some interest from residents to adopt the payphone kiosk. <b>RESOLVED: Parish Council to adopt the red ‘Heritage’ phone box located opposite the Post Office on The Green for £1.</b></li> <li><b>To discuss a response to the ‘<u>Call for Sites and Land Use Survey</u>’ letter from Crowhurst Parish Council Neighbourhood Plan Steering Group.</b> Crowhurst PC has engaged on producing a Neighbourhood Plan and written to Catsfield PC as a stakeholder to canvas views on the ‘Land Use and Call for Sites’ if felt relevant <b>RESOLVED: Catsfield PC has no comments to make in relation to the ‘Land Use and Call for Sites’.</b></li> </ol>	
6.	<b>Planning</b>	
6.1	<b>To consider response to planning applications.</b> <ul style="list-style-type: none"> <li><u>RR/2016/2831/P</u> - 4 Glebe Cottages, Church Road, Catsfield TN33 9BG <b>Proposed single storey extension to the rear of existing dwelling.</b> <b>Applicant: Mr and Mrs P Caine.</b> Cllr. Thomas reported. <b>RESOLVED: Parish Council has no objections to this planning proposal but asks that the right of way at rear of the row of houses is maintained as this provides access to waste collection.</b></li> <li><u>RR/2016/3073/P</u> - Birch Cottage, Marlpipts Lane, Catsfield TN33 9LE <b>Proposed roof infill and flat roofed dormer windows.</b> <b>Applicant: Mr &amp; Mrs K Baxter</b> Cllr. Thomas reported.</li> </ul>	

<p>6.2</p> <p>6.3</p>	<p><b>RESOLVED:</b> Parish Council has no objections to this planning proposal.</p> <p>To consider further response to the following planning application</p> <ul style="list-style-type: none"> <li>• <a href="#">RR/2016/2216/P</a> - Henley Down Farm, Watermill Lane, Catsfield TN33 9BN Proposed animal and fodder barn and alteration of ground levels to accommodate. Applicant: Mr C. Napper</li> </ul> <p><b>RESOLVED:</b> Parish Council has already written twice to object to this proposal and the reasons for objecting remain as stated in our previous responses.</p> <p>PC now responds to the correspondence submitted by the applicant's agents dated 17th November and 5th December. The area of land outlined in blue on the original application we believe to be between 20 and 25 acres. Mature cattle normally have an allowance of two acres per animal where fodder for the winter is also being produced on the land but this is reduced to about one acre per animal if fodder is bought in. The applicant does seem to accept that the animal numbers only stack up by taking into account rented land elsewhere but this is not part of the planning application. On the assumption that fodder is bought in this would suggest that say 25 animals might reasonably be accommodated on this holding not the 50 suggested. This would reduce the size of any barn required. We have not made any further allowance but do note that horses graze this land reducing the effective area for cattle to graze still further. Whilst we appreciate that hay and straw need to be kept under cover if fodder is in the form of big bale silage this is normally stored in the open and a further reduction in the size of a barn would be possible.</p> <p>We consider that siting a shed for housing of cattle in its proposed location is likely to create a nuisance with regard to noise for the various existing residential properties located close to this proposed development.</p> <p>The applicant states that <i>'the beauty of the countryside can be retained'</i> but PC disagrees that an extremely large barn and landfill in an AONB retains the beauty of the countryside. A further point made by the applicant that <i>'This road is already used as a cut through for a good deal of vehicles for which it is not ideally suited and the introduction of potential delays and hold ups due to the construction works may be a deterrent to some of those'</i> has no logical justification towards the 500 vehicular journeys to be made to this site over a 6 week period.</p> <p>We therefore submit that this proposed location for a development of this scale and nature is inappropriate.</p> <p>To receive advice of decisions on previous applications.</p> <ul style="list-style-type: none"> <li>• <a href="#">RR/2016/2710/P</a> - The Cottage, The Green, Catsfield TN33 9DJ Erection of a garden studio. Outcome: APPROVED CONDITIONAL as per decision notice 1-Dec-16 Noted</li> <li>• <a href="#">RR/2016/2534/P</a> - Skinners Lane - Land at, Catsfield TN33 9DN Construction of 9 houses, comprising 4 x 3 bed semi-detached houses, 4 x 2 bed terraced houses, and 1 x 4 bed detached house, with car parking, landscaping and access. Outcome: APPROVED CONDITIONAL as per decision notice <a href="#">22-Nov-16</a> Noted</li> <li>• <a href="#">RR/2016/2514/P</a> - Honeysuckle Cottage, The Stream, Catsfield TN33 9BB Proposed rear extension. Outcome: APPROVED CONDITIONAL as per decision notice <a href="#">27-Oct-16</a> Noted</li> <li>• <a href="#">RR/2016/2420/P</a> - Glebelands, Potmans Lane, Catsfield TN33 9BJ Erection of single polytunnel within existing agricultural unit. Outcome: APPROVED CONDITIONAL as per decision notice <a href="#">9-Nov-16</a> Noted</li> <li>• <a href="#">RR/2016/2352/P</a> - Hophouse Farm, Catsfield Stream, Catsfield TN33 9BB Variation of condition 1 on RR/2015/2058/P to extend period for temporary siting of mobile home. Outcome: APPROVED CONDITIONAL as per decision notice <a href="#">29-Nov-16</a> Noted</li> <li>• <a href="#">RR/2016/2207/P</a> - Midoff, The Green, Catsfield TN33 9DJ Erection of side porch and alteration to location of front entrance door. Outcome: APPROVED CONDITIONAL as per decision notice <a href="#">29-Nov-16</a> Noted</li> </ul>	
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6.4	<ul style="list-style-type: none"> <li>• <a href="#">RR/2016/2194/P</a> - Redcoat Farm, Catsfield Road, Catsfield Variation of condition 2 imposed on planning permission RR/2016/1178/P to allow the repositioning of garage. <b>Outcome: APPROVED CONDITIONAL</b> as per decision notice <a href="#">24-Nov-16</a> Noted</li> </ul> <p><b>To receive advice on current enforcement orders.</b> No further notifications of enforcement orders had been received.</p>	
7.	<p><b>Neighbourhood Planning</b></p> <p>a. <b>To receive an update on Rother DC's Development and Site Allocations Local Plan – Options and Preferred Options.</b> Rother DC was due to launch the 'Development and Site Allocations (DaSA) Local Plan Options and Preferred Options Consultation' on 5<sup>th</sup> December 2016 but this had been delayed. No further updates had been received.</p> <p>b. <b>To receive an update on the Catsfield 'Local Action Plan' (Re: The Catsfield Parish Survey).</b> There were no further updates to report.</p>	
8.	<p><b>Newsletter</b></p> <p>a. <b>To receive any updates.</b> The next newsletter would include details of adopting the BT Payphone located opposite the shop.</p>	
9.	<p><b>Emergency Plan</b></p> <p>a. <b>To receive any further updates.</b> Cllr. Goodliffe had no further updates to report.</p>	
10.	<p><b>Highway Matters</b></p> <p>a. <b>Traffic Calming Project outside Catsfield CEP School.</b></p> <p>i. <b>To approve the application to ESCC for Community Match Fund</b> Cllr. Scott reported that Highways new application forms had now been received and he was checking through the requirements as these had changed. The fund was limited to £100,000. Applications could be submitted anytime of the round but would only be considered by County Council once a year in March by the Leader. Cllr. Field advised there may be some funding available via the School's Capital Programme.</p> <p>b. <b>To receive any updates on traffic calming measures for the zebra crossing area along The Green.</b> Cllr. Scott reported that a speed counter had recently been installed at The Green.</p> <p>c. <b>To discuss concerns received in relation to the number of accidents occurring around the Parkgate Bends on the B2044 just north of Powdermill Lane.</b> Cllr. Scott reported that he had referred to ESCC Highways concerns received from a resident about the number of accidents on or around the Parkgate Bends on the B2044 just north of Powdermill Lane over the last few weeks. Helen Pace – ESCC's Road Safety Engineer was due to visit the area and would pass on her recommendations to Parish Council.</p> <p>d. <b>To receive any other reports.</b> Several residents and Members of Parish Council had reported to South East Water and Highways the water leaking out of the drains along both sides of the road at The Green - outside 'The Cottage' and 'The Old Police House'. South East Water had visited the site and advised it did not come under them. Highways also felt it was not down to them but would investigate further.</p>	
11.	<p><b>Community Speed Watch</b></p> <p>a. <b>To receive any reports.</b> Cllr. Scott advised that Keith Robertson – Speed Watch Coordinator had managed to secure a further location near Blacksmiths Lane to carry out Speed Checks.</p>	
12.	<p><b>Playing Field and Pavilion</b></p> <p>a. <b>To receive an update on providing seating and a handrail rail outside the Pavilion.</b> Littlewood Fencing Ltd had been instructed to carry out the handrail work. The seating would be ordered later.</p> <p>b. <b>To receive an update on proposed modifications to the Pavilion kitchen to provide an outside servery area.</b> Cllr. Goodliffe reported that a plan of the modifications had been given to Terry Jenner for a quote.</p> <p>c. <b>To further consider installing sheltered seating near to the Children's Play Area.</b> Cllr. Scott showed an example of the proposed sheltered seating area to be located where the</p>	

	<p>clump of trees currently sits outside the Children's Play Area. The structure would require planning permission and approval from Fields in Trust.</p> <p><b>d. To receive an update on storage facilities at the Recreation Ground for the Catsfield Triangle Committee.</b></p> <p>Cllr. Scott was waiting for further details from L&amp;M Sheds on extending the current storage facility by 3 bays. This would also need planning permission.</p> <p><b>e. To receive any other reports.</b></p> <p>There were no further reports received.</p>																													
<b>13.</b>	<p><b>Playground Sub-Committee</b></p> <p><b>a. To receive the latest Recreation Ground Inspection.</b></p> <p>Cllr. Thomas reported that all the downpipes are broken in some form on the Pavilion and need repairing. There were a lot of mole hills on the junior pitch. The litter was not too bad on this occasion. The hinges on the Dog Poo bin were broken and could no longer be locked. Reports had been received of sheep on the field where the fencing was broke.</p> <p><b>b. To consider installing a small litter bin in the outside parking area.</b></p> <p><b>RESOLVED: Not to install a litter bin at this stage but to keep the situation under review.</b></p>																													
<b>14.</b>	<p><b>Hedgerows and verges</b></p> <p><b>a. To receive any reports</b></p> <p>Cllr. Thomas reported that generally the hedges and verges had been cut back. Complaints had been received regarding vehicles being parked on the grass verge outside / near to Vacuna in Church Lane.</p> <p><b>RESOLVED: To write to the owner of Vacuna in Church Lane to ask them to not to park on the verge.</b></p>																													
<b>15.</b>	<p><b>Open Spaces</b></p> <p><b>a. To receive any reports.</b></p> <p>There were no further updates to report.</p>																													
<b>16.</b>	<p><b>History Centre</b></p> <p><b>a. To receive any reports.</b></p> <p>The History Group's new computer system had now been received and installed.</p>																													
<b>17.</b>	<p><b>Village Hall Car Park</b></p> <p><b>a. To receive an update on the external lighting requirements in the Village Hall Car Park.</b></p> <p>Cllr. Goodliffe reported that a specification and quote was being prepared for the lighting works. This would be received to prepare a planning application.</p> <p><b>b. To receive an update on Signage, Rules and regulations and a Risk Assessment</b></p> <p>There were no further updates to report.</p> <p><b>c. To receive a quote for the repair work required to the perimeter fencing in the Car Park</b></p> <p>Cllr. Goodliffe would chase Littlewood Fencing Ltd to review the work required. Concerns had been raised that the fence was unstable and could fall on vehicles parked in the Village Hall Car Park.</p>																													
<b>18.</b>	<p><b>Village Hall</b></p> <p><b>a. To consider a quote to update and repair the audio / visual system in relation to the projector.</b></p> <p>Cllr. Goodliffe reported that the quote had been given to the Village Hall Committee for consideration.</p> <p><b>b. To receive any other reports.</b></p> <p>Cllr. Goodliffe reported that the Village Hall Committee were obtaining a quote from electrical contractors for LED lighting throughout the building. He was also compiling a maintenance strategy for the building following the recent issues with the front of the Village Hall.</p>																													
<b>19.</b>	<p><b>Finance</b></p> <p><b>19.1 To approve and sign the following cheques:</b></p> <table border="0"> <tr> <td><b>a. Surewaste (Sussex) Ltd</b></td> <td><b>Waste collection Recreation Ground</b></td> <td><b>£ 70.20</b></td> <td></td> </tr> <tr> <td><b>b. SLCC</b></td> <td><b>Clerks Annual Membership</b></td> <td><b>£ 93.00</b></td> <td></td> </tr> <tr> <td><b>c. John O'Conner</b></td> <td><b>Grounds Maintenance – October 16</b></td> <td><b>£281.40</b></td> <td></td> </tr> <tr> <td><b>d. Peter Ellin</b></td> <td><b>Hedge Cutting Playing Field</b></td> <td><b>£ 84.00</b></td> <td></td> </tr> <tr> <td><b>e. Carol Hodgson</b></td> <td><b>Salary – Nov16</b></td> <td><b>£372.05</b></td> <td></td> </tr> <tr> <td></td> <td><b>History Group Computer System</b></td> <td><b>£605.35</b></td> <td></td> </tr> <tr> <td></td> <td><b>Petty Cash Top-up</b></td> <td><b>£ 70.69</b></td> <td><b>£1048.09</b></td> </tr> </table> <p>The following cheque was also raised:  *G Burleys Ltd for verti-draining the playing field - £600.00. Reason: To meet supplier terms.</p>	<b>a. Surewaste (Sussex) Ltd</b>	<b>Waste collection Recreation Ground</b>	<b>£ 70.20</b>		<b>b. SLCC</b>	<b>Clerks Annual Membership</b>	<b>£ 93.00</b>		<b>c. John O'Conner</b>	<b>Grounds Maintenance – October 16</b>	<b>£281.40</b>		<b>d. Peter Ellin</b>	<b>Hedge Cutting Playing Field</b>	<b>£ 84.00</b>		<b>e. Carol Hodgson</b>	<b>Salary – Nov16</b>	<b>£372.05</b>			<b>History Group Computer System</b>	<b>£605.35</b>			<b>Petty Cash Top-up</b>	<b>£ 70.69</b>	<b>£1048.09</b>	
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<p>19.2</p> <p>19.3</p> <p>19.4</p> <p>19.5</p> <p>19.6</p> <p>19.7</p>	<p><b>RESOLVED: All payments were approved for payment.</b></p> <p>To ratify a decision made at the meeting on 2<sup>nd</sup> November 2016 which had not been included on the Agenda, to authorise the following cheques for payment:-</p> <ul style="list-style-type: none"> <li>* Streetlights for second payment of streetlighting maintenance contract £276.32. Reason: to meet supplier terms</li> <li>* Mrs. P. Putland for History Group stationery £39.81. Reason: reimbursement of expenses.</li> </ul> <p><b>RESOLVED: The decision to authorise payments to Streetlights for £276.32 - to meet supplier terms and Mrs. P. Putland for £39.81 – reimbursement of expenses was ratified.</b></p> <p>To receive the monthly statement of accounts to <a href="#">30<sup>th</sup> November 2016</a></p> <p><b>RESOLVED: That the monthly statement of accounts to 30<sup>th</sup> November 2016 was received.</b></p> <p>To receive the bank reconciliation to <a href="#">30<sup>th</sup> November 2016</a></p> <p><b>RESOLVED: That the bank reconciliation to 30<sup>th</sup> November 2016 was received.</b></p> <p>To receive the precept process for 2017/18.</p> <p><b>RESOLVED: That the precept process issued by Rother DC for 2017/18 was received.</b></p> <p>To consider requests for financial support from:</p> <ul style="list-style-type: none"> <li>a. Citizens Advice Bureau</li> <li>b. Rural Rother Trust</li> </ul> <p><b>RESOLVED: Financial support is declined for Citizens Advice Bureau and approved for Rural Rother Trust at £25.00</b></p> <p>To consider purchasing Arnold Baker on Local Council Administration 10<sup>th</sup> Edition (PC currently has 7<sup>th</sup> Edition) at a cost of £95.00 inc. delivery.</p> <p><b>RESOLVED: That approval is given to purchase Arnold Baker on Local Council Administration 10<sup>th</sup> Edition (PC currently has 7<sup>th</sup> Edition) at a cost of £95.00 inc. delivery.</b></p>	
<p>20.</p>	<p><b>Any other business / reports / future agenda items / correspondence</b></p> <ul style="list-style-type: none"> <li>• Consultation for Sussex Police Precept Noted.</li> <li>• NALC Survey – Dependant Carers’ Survey Noted.</li> <li>• East Sussex Fire and Rescue Service: Survey on ‘Inclusion and Diversity Strategy’ Noted.</li> <li>• East Sussex Highways: As from 12<sup>th</sup> December a new Steward has been appointed to our area – Isla Dacey Noted.</li> <li>• UK Power Networks: Priority Services Register Noted.</li> <li>• East Sussex ALC Spring Conference: Tuesday 14<sup>th</sup> March 2017. Noted.</li> </ul>	
<p>21.</p>	<p><b>EXCLUSION OF PRESS AND PUBLIC (EXEMPT INFORMATION)</b></p> <p>The following item includes material which is exempt from publication by virtue of Part 1 of Schedule 12A of the Local Government Act 1972, as amended, and it is recommended that the press and public be excluded. The relevant paragraph of Schedule 12A indicating the nature of the exempt information is stated after the item and is reproduced in full at the end of the agenda. In all the circumstances of each case, it is considered that the public interest in maintaining the exemption outweighs the public interest in disclosing the information.</p> <p>Extract from Schedule 12A of the Local Government Act 1972 (as amended)</p> <p>3. Information relating to the financial or business affairs of any particular person (including the authority holding that information).</p> <p><b>RESOLVED: That the public and press be excluded from the agenda item following 21.</b></p> <p><b>Employee related matters</b></p> <p>To consider a request from The Clerk/RFO to increase her contracted hours by 10 hours to 45 hours per month due to additional workload.</p> <p><b>RESOLVED: To increase the Clerk/RFO’s hours by 10 hours to 45 hours a month from 1<sup>st</sup> April 2017.</b></p>	
	<p>There being no further business the meeting closed at 22:18</p>	

Chairman.....

Date.....